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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Effect of a Manpower Reduction and Adequacy of Current Manpower Authorization in Light of Requirements

1. State reason for memorandum. Responsive to request to Heads of Executive Departments from Chairman of the House Committee on Post Office and Civil Service relating to the conservation of manpower and a 10% reduction in number of civilian employees of Departments.

2. Give present ceiling and on-duty strength for staff employees of your area; if any additional authority exists for staff agents outside of ceiling authority, state the figure and the number on duty.

3. Inspector General's ad hoc committee has proposed three questions, which are answered below:

4. First Question:

(3) a What functions would you eliminate, or what procedures would you follow if a 10% reduction from manpower on duty 31 October 1955 was required?

List functions to be eliminated in a descending order of priority, giving name of unit presently performing function and anticipated amount of personnel savings per function.

If a procedural approach is followed in lieu of elimination of functions, describe manner of arriving at reductions and proposed timetable.

5. Second Question:

(4) a Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government Agency?

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List such functions individually, describing briefly if necessary:

a. State where else function is receiving attention and an opinion as to whether the other unit can assume full responsibility;

b. Estimate manpower savings to be had if function eliminated by you;

c. If your elimination of function will also lessen requirements on another CIA unit, so indicate.

Total estimated personnel savings by elimination of these functions, and give percentage of this figure to your total on-duty figure.

6. Third Question:

(5) a Are there functions or requirements now assigned you which are beyond your present capacity to perform? If so, give an indication of the number of additional personnel required to perform such functions.

7. Arrive at a net gain or loss figure after balancing the answers to the first two questions, e.g., 4% saved by elimination of duplication plus another 6% to be absorbed by mandatory reduction. If possible, net the difference between the first two and the third--e.g., by elimination of duplication and dropping of other functions, the needed 3% or 7% or 10% can be obtained to perform functions now assigned but not receiving attention.

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